



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
CHILD & FAMILY SERVICES AGENCY**

Office of Contracting & Procurement



**REQUEST FOR PROPOSALS
FOR
THE ESTABLISHMENT OF AN
ADOPTION RESOURCE CENTER**

RFP number: CFSA- 02 – R – 0013

AMENDMENT NO. 1

OPENING DATE AND TIME: AUGUST 15, 2002 @ 9:00 AM

NEW CLOSING DATE AND TIME: OCTOBER 25, 2002 @ 4:45 PM

AMENDMENT TO SOLICITATION

REQUEST FOR PROPOSALS #: CFSA -02-R-0013

“The establishment of an ADOPTION RESOURCE CENTER”

A. THE CLOSING DATE AND TIME HAS BEEN CHANGED

**FROM : SEPTEMBER 27, 2002 at 4:45 PM
TO : OCTOBER 25, 2002 at 4:45 PM.**

B. The following changes are made to this solicitation:

1. **Cover page – SOLICITATION, OFFER AND AWARD:**
Block 5 and Block 9 respectively:
The “ Date Issued” is changed from “14 Aug 02” to “15 Aug 02”, and
“16:00” is changed to “16:45”.
2. **Page 9 C-IV. FACILITY REQUIREMENTS**
Part C: The last sentence is amended to read:
“The recommended hours of operation shall be no less that forty (40) hours per week, and include some amount of hours during evenings and weekends to accommodate the needs of the children and families who may seek services.”
3. **Page 12, Section D, Part D-1 and D-2:**
Change the word ‘contract’ to “solicitation”.
4. **Page 17, Section F, PERFORMANCE, Part F-1, Performance**
The second sentence is amended to read:
“The period of performance under this contract shall be from date of award to twelve (12) months thereafter.”
5. **Page 17, Section F, PERFORMANCE, Part F-3, Performance of Services:**
Delete in its entirety and insert the following:
“The recommended hours of operation shall be no less that forty (40) hours per week, and include some amount of hours during evenings and weekends to accommodate the needs of the children and families who may seek services. Further, the Offeror shall indicate in its plan, the availability of staff and the delivery of services during recognized Federal holidays. ”

6. **Page 19, Section G, CONTRACT ADMINISTRATION DATA, Part G – 3, Invoice Processing:**
Delete in its entirety and insert the following:
“Upon contract award, the Agency shall designate a Contracting Officer Technical Representative (COTR) who shall, among other duties, have responsibility for invoice acceptance, review and approval. The resultant contract shall include information regarding submission, approval and payment of invoices, as well as resolution for disputes pertaining to payments and contract costing.”
7. **Page 25, Section I, CONTRACT CLAUSES, Part I-3, Option To Extend Services:**
Delete the second sentence in its entirety and insert the following
“The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed three (3) years.”
8. **Page 25, Section I, CONTRACT CLAUSES, Part I-3, Option to Extend the Term of the Contract:**
Delete (a) and (c) in their entirety and insert the following
 - (a.) “The CFSA may extend the term of this contract by written notice to the Contractor, provided that the CFSA shall give to the Contractor a preliminary written notice of its intent at least 30 days before the current contract expires. The preliminary notice does not commit the CFSA to an extension.
 - (b.) The total duration of this contract, including the exercise of any options under this contract, shall not exceed three (3) years.
9. **Page 29, Section I, CONTRACT CLAUSES, Part I-15 Governing Law:**
Delete in its entirety and insert the following:
“This contract shall be governed by the DC Procurement Practices Act , Law 6-85, and the DC Municipal Regulations, Chapter 27.”
10. **Page 30, Section I, CONTRACT CLAUSES, Part I-17 Transition:**
Delete in its entirety and insert the following:
“The transition period shall not exceed ninety (90) days from either the termination date of services or the expiration date of the contract.”
11. **Page 49, Section L, INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERS/BIDDERS, Part L-10, Type of Contract:**
Delete in its entirety and insert the following:
“The CFSA anticipates the award of a fixed price contract with a Cost Reimbursable component. The fixed price component shall include all fixed recurring costs, and the cost reimbursable component shall include all fluctuating or variable costs.”

**C. QUESTIONS AND RESPONSES FROM THE BIDDER'S
CONFERENCE HELD ON AUGUST 28, 2002.**

1. *Is CFSA expecting this Resource Center to be a "one stop shop"?*

Response:

Yes, CFSA is expecting that this Center can provide all support and information to any child or family who seek assistance regarding an adoption matter in the District of Columbia.

2. *Is the successful bidder expected to provide both counseling and training?*

Response:

Yes. However, we anticipate that the level of counseling will not be highly intensive, but sufficient enough to provide emotional support to those who seek such assistance. With respect to training, the Agency expects that the Center develop the capability to provide training to our Collaboratives and other community partners.

3. *Is the Center expected to serve all children in CFSA's care?*

Response:

No. However, the Center is expected to serve all children whose goal is adoption or children who have already been adopted in the District of Columbia.

4. *How many children are there in those categories?*

Response:

There are currently, approximately 1,200 children for whom adoption subsidies are paid by CFSA, and there are approximately 1,057 children with the goal of adoption.

5. *What does it mean by "contact made within twenty-four hours of receipt of the referral"? (Section C-II.A.)*

Response:

We expect the Center to respond within 24 hours to any inquiries made for information or assistance.

6. *Is the Center expected to replace the Post-Adoption Unit within CFSA?*

Response:

Yes. The Post-Adoption Unit will cease to exist once the Center becomes operational.

7. *What type of Staffing does the Agency expect at the Center?*

Response:

The Agency expects that the successful bidder will offer a staffing compliment of both paid and volunteer staff that will be full and part time.

8. *What is the funding level for this RFP?*

Response:

The Agency is prohibited from indicating the amount of funds that have been reserved for this solicitation. However the Agency can provide a range between \$500,000 and \$750,000 per 12-month period that it expects this service to cost. Please note that this contract is anticipated for a base year, with two (2) additional option periods of up to twelve months each.

9. *Will the Agency look at specific costs for the different components outlined in this RFP, or will it make its decision based on the total cost?*

Response:

The Agency will make its decision based on the total cost, as well as consider factors other than price. The Agency will make its determination based upon the proposal that offers the best value for all requirements specified in the RFP.

10. *How many disrupted adoptions have there been in the past 12 months?*

Response:

There is no data readily available on the number of disruptions in the past 12 months.

11. *What statistics will be measured by CFSA?*

Response:

CFSA expects to measure the percentage of responses made within 24 hours; the number of counseling sessions held with children and families; the number of training sessions conducted with the Collaboratives and community partners; and any other measure that provides meaningful information on the effectiveness of the Center in serving the metropolitan community.

12. *Will the first contract end on September 30, 2002, or will it be for 12 months?*

Response:

The first contract will be executed for a period of 1 year, from the date of award to twelve months thereafter.

13. *How much federal funding is available for this contract?*

Response:

There are approximately 2 years of federal funding potentially available for this service. Of course, funding other than for the current fiscal year, is always subject to appropriation. Since the solicitation is expected to result in a contract that can cover a three-year period, the Agency anticipated that it will have to seek addition funding for the third year of operation.

14. *Will the Center be providing services to guardianship parents?*

Response:

No.

15. *How long will the Agency take before making a contract award?*

Response:

The Agency anticipates that a contract will be awarded within 60 days after the closing date of the solicitation.

END OF AMENDMENT